

# Haywood County Public Library

## Security Camera Policy

The Haywood County Public Library (HCPL) uses security cameras to help prevent and document incidents involving the safety and security of Library users, staff, and property. The library's security camera system will be used only for the protection and safety of library visitors, employees, assets, and property, and to identify persons breaking the law or violating the library's Disruptive Behavior Policy. Staff and visitor safety is the first priority in any threatening situation. The protection of Library property is of secondary importance. The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras to monitor and record public areas for the purposes of safety and security. HCPL recognizes the need to balance the individual's right to be free from invasion of privacy and the library's duty to promote a safe environment for all community members.

### **SIGNAGE**

The Library shall post and maintain signs giving notice of the use of security cameras for monitoring and recording activity in public areas of the Library property.

### **CAMERA LOCATIONS**

Cameras may be installed in locations where individuals lack a reasonable expectation of privacy. Examples include common areas of the Library such as entrances, book and media collections, public seating areas, areas surrounding book drops, public computers, and areas prone to theft or misconduct. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices, nor are they positioned to identify any person's reading, viewing, or listening activities in the Library.

### **ACCESS TO DIGITAL IMAGES**

Video data from cameras is recorded and stored digitally. Recorded data is considered confidential and secure. Access to live feeds of images is available to staff at service desks in order to monitor current activity. The primary purpose of security cameras is for the safety and security of library users, staff, and visitors. Only sworn law enforcement officers and the Library Director and IT Staff will have access to recordings, and then only for the purpose of investigating possible criminal activity or misconduct.

### **RETENTION AND USE OF DIGITAL IMAGES**

Recordings shall be kept for approximately 14 days. However, recordings may be kept slightly longer or shorter lengths of time as they are automatically deleted when storage capacity is met. In situations involving people who have been banned or those whose conduct is problematic, stored still images may be shared with staff system-wide. At the end of the ban or problematic behavior, these images will be archived in the Administrative Offices for 5 years.

### **DISCLAIMER OF LIABILITY**

Members of the public shall be given a copy of this policy upon request. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras shall be limited to those areas where the public and/or staff have no reasonable expectation of privacy.

### **APPEAL AND REVIEW**

Appeals for changes to, or exceptions to, any portion of the Security Camera policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing within 90 days.

Approved 4.1.19 by the Haywood County Board of Commissioners